

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
VACANCY NOTIFICATION
Dependent upon Funding

TO: ALL Applicants
POSTING DATE: December 26, 2018
REASSIGNMENT CLOSING DATE: December 31, 2018 @ 3:00pm

ALL APPLICANTS CLOSING DATE: January 16, 2019 @ 3:00pm

CLASSIFICATION: Probation Parole Officer I

OFFICIAL DOMICILE: Mason City

POSITION OPEN: .75 FTE

SALARY: Pay Grade 25 Hourly: \$21.24 - \$31.76

Location	Shift	Status
Mason City Area Office To include counties: Bremer, Butler, Cerro Gordo, Floyd, Franklin, Hancock, Mitchell, Winnebago and Worth	Variable; as needed to perform assigned duties. Generally 30 hours weekly including day, weekend and evening hours Work duties include travel and group facilitation.	Part-Time

GENERAL DUTIES:

Performs professional casework with low risk to moderate risk adults by providing supervision and treatment services; may include facilitation of treatment groups and completion of written reports; performs related work as required. Generally 30 hours weekly including day, weekend and evening hours. Work duties include travel.

QUALIFICATIONS:

Graduation from a four-year accredited college or university; or two years of college (minimum of 48 hours) at an accredited college or university and two years human services/criminal justice experience; or an equivalent combination of education and experience to equal four years; or 36 months of satisfactory employment as a Residential Officer in a district or a similar position in another jurisdiction or agency.

NECESSARY SPECIAL REQUIREMENTS:

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of psychological testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances. Designated positions in this job class require applicants to possess IRR/IVVI and DRAOR user certification or have the ability to obtain and maintain said certification within first year of employment.

All applicants must complete the Department's Application for Employment packet and include unofficial transcript

NO RESUMES WILL BE ACCEPTED

DEADLINE: Applications must be received by 3:00pm on closing date above.

Application materials for Employment: <http://www.2nddcs.com/Employment.html>

SUBMIT completed DEPARTMENT APPLICATION forms to: pattee.yetmar@iowa.gov